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Illustrative
→ Shorthand

MRS. L. BRONSON

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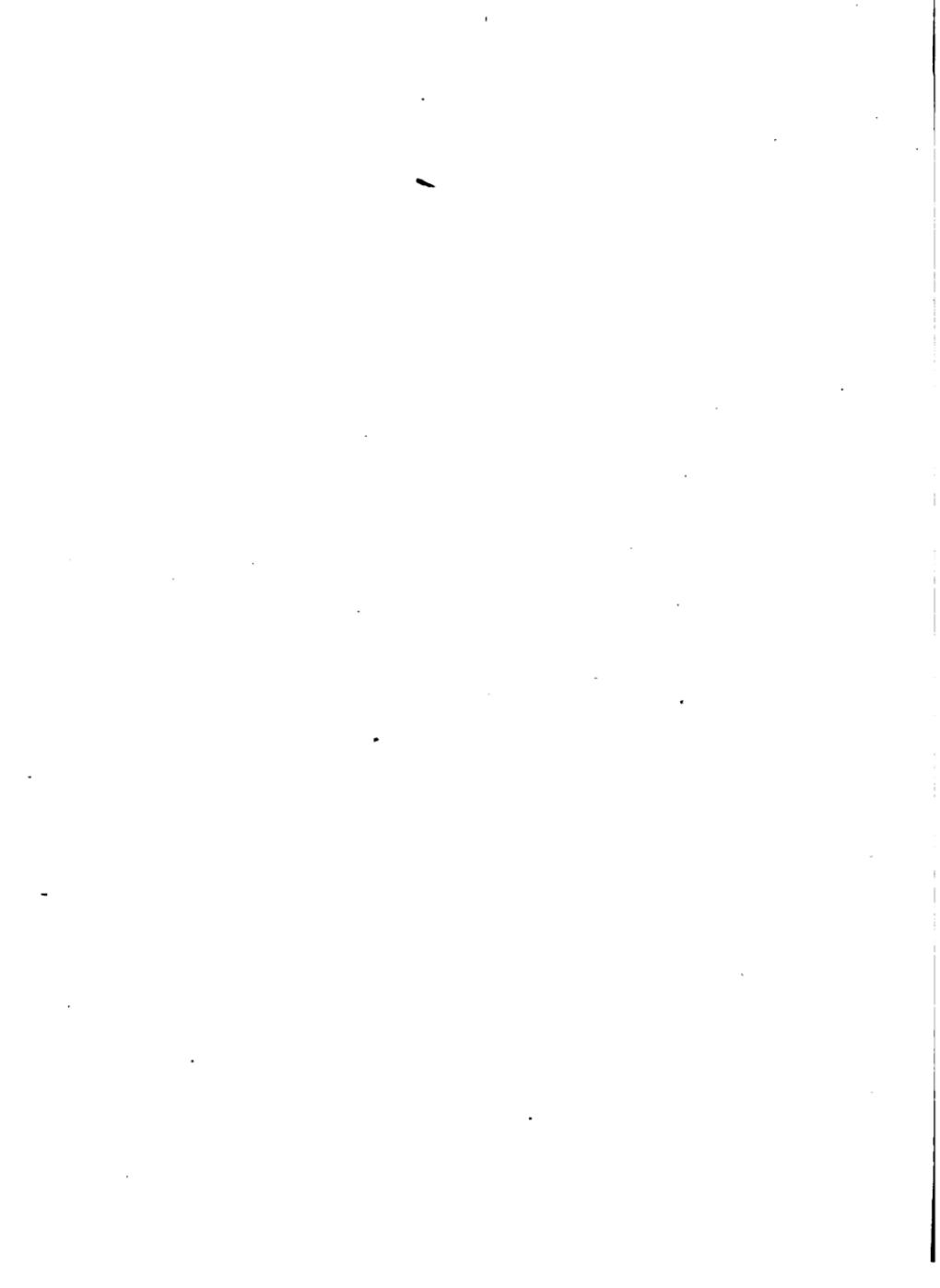
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Mrs. L. Branson

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ILLUSTRATIVE

→ SHORTHAND ←

BY

MRS. L. BRONSON. S. B. C.



SAN FRANCISCO, CAL.

1888.

69789



PREFACE.

In this work, ILLUSTRATIVE SHORTHAND, the one great object kept steadily in view has been to make it thoroughly practical, as well as to shorten the time required to master it to a three months' course, and in this time to become so familiar with the principles as to be able to build therefrom any word spoken in the English language, thereby making the student an independent writer.

Shorthand alone is illustrated, and to this end the first departure from all other methods has been to discard entirely the vocal chart, as it is called, or vocalization as formerly taught, which constituted the principal part of the work for the first five months. Then, in order to write at a speed exceeding eighty words a minute, this vocalization has to be dropped and the habit formed of striking the dot and dash to be overcome, which I can assure you, from my own personal experience, is no easy task.

I was a diligent student of the Pitman system, and after examining other systems brought before the public consider the Pitman the most comprehensive published. But in teaching that system, as I have been for years, I saw the necessity of a shorter method for attaining the desired object. There were so many worthy young women and men who had neither time nor money to expend on so long a course, having others dependent upon them, and were compelled to give up good paying positions on account of not understanding Shorthand, as no firm doing any considerable amount of business can now afford to do without a shorthand business correspondent.

I therefore determined to formulate a shorter method, and succeeded in my ILLUSTRATIVE SHORTHAND, which I have been teaching most successfully the past two years, and at the earnest

PREFACE.

and persistent solicitation of friends have been induced to place it before the public in book form; and can conscientiously assert that, in the hands of a diligent student of ordinary ability, it will accomplish all I claim for it—make the student a first-class shorthand business correspondent in three months.

My students are filling positions in all branches of business to the entire satisfaction of their employers, and my classes practice in the courts (by special arrangement) before the close of the three months' course.

To the ambitious and painstaking student this work is dedicated. That it may save such many hours of midnight toil is the earnest wish of the authoress, who has ever their interests at heart

MRS. L. BRONSON.





INTRODUCTION.

In this book I have aimed to illustrate each progressive step in such a manner as to make the work lighter as the student advances, and he will be surprised to find the study a pleasure instead of the laborious task he has been accustomed to regard it.

Instead of vocalizing with the dot and dash, as formerly taught, I use six vocal sounds in three positions, which the dot and dash heretofore represented, and in which all phonographic signs must be placed.

The first position in the middle of the space has the vocal sound of *e* or *i*; the second position, just above the line, the sound of *o* or *a*, and the third position, across or below the line, the sound of *oo* or *ou*.

1st, 2d, 3d. In these positions must all word-signs be placed, according to their vowel sound, the student being guided by the first vowel in the word, whether before or after the stroke, as

in improve, open, book,
prison, store, ooze,

There are exceptions to this rule in a few instances, but those out of position as to vowel sound must be accepted as word-signs only, and memorized as such.

I have endeavored to place all words in position according to their vowel sound as far as possible, and would advise the student







Mrs. L. Bronson

weep	be, by	each, which
hope, happy	to be	watch
up	it, time	had, add
at	out	do
much	act, ac	he
large, advantage	go, gave, to- [gether]	holy
kingdom	give, given	
common, come, co	are	

With the following word-signs the smaller curve, or shortened stroke, is introduced, giving us more material to build from. In shortening the stroke, *t* or *d* is added, as in shortened *d* in first position is *did*, and in lengthening the stroke we add *tr*, *dr* or *ther*,

as in mother, father, and so on, as will be
fully illustrated further on.

LESSON NO. 3.

if, few	without	me, my, him
for, half	see	may, am, may be
every, ever	saw, say, so	might, made, im- [mediate]
have, how- [ever]	us, use	importance, im- [provement]
think	establish- [ment]	in

č	thank	č	was	č	any, know, no
č	thought	č	uze	č	thing
č	the, they, [thy, them]	č	wish, she	č	language
č	that	č	show, shall	č	not, nature
č	thou	č	usual	č	under
<hr/>					
č	here, her	č	law, lord	č	world
č	our, hour	č	your	č	earliest
č	will, well	č	why	č	early
č	willing	č	way, away	č	knowledge
č	allow	č	word	č	acknowledge.

LESSON NO. 4.—W AND Y SERIES.

č	we,	č	what	č	ye, year, [yet]	č	you
č	with	č		č		č	
č	were	č	would	č	beyond	č	

These small signs are of value, not only as word-signs, but as letters as well. The sign for we, with, were, what and would, can be used simply as the letter *w*, or as a word-sign, whether turned to the right or the left, and is a great convenience.

č	aware	č	now
č	won, one	č	when

The long stroke *wa* would be awkward for general use. Of the Y series, *ye*, *yet*, *beyond*, *you*, the same may be said, as for general use they are most convenient as letter *y*, instead of the long stroke *ya*.

Letter *q*, or word-sign quite, is also a valuable addition to the alphabet signs, as it will fill in in any combination where the letter *q* is used, as in *quickly*, which is made by beginning with the letter *q* in first position and making the *l* stroke downward and bringing it across the line, thus adding *y* or *ly*.

NOTE.—These signs should be kept small, as they were formerly used for vocalizing.

On this sign *q* may also be placed the *r* or *n* hook, *st* or *str* loop and *s* circle, or it can be used in connection with any alphabet stroke or word-sign.

<i>v</i>	<i>I</i>	<i>L</i>	<i>y, why,</i> [while]	<i>the</i>	<i>o</i>	<i>is, his</i>
<i>h</i>	<i>how</i>	<i>u</i>	<i>q, quite</i> [quick]	<i>a, an</i> [and]	<i>o</i>	<i>as, has</i>

TICK SIGNS.

<i>'</i>	<i>of</i>	<i>'</i>	<i>all</i>	<i>'</i>	<i>to</i>	<i>'</i>	<i>too</i>
<i>'</i>	<i>or</i>	<i>'</i>	<i>already</i>	<i>'</i>	<i>owe</i>	<i>'</i>	<i>but</i>
<i>'</i>	<i>on</i>	<i>'</i>	<i>ought</i>	<i>'</i>	<i>who,</i> [whom]	<i>'</i>	<i>should</i>

These tick-signs when standing alone are word-signs, and phraseograms when a hook or circle is added. Tick *h* is made like the sign to or whom, but is an *h* only when connected, as in

home.

Following are sentences containing only the work preceding, which the student will write out in shorthand daily, and also construct other sentences, using only the signs already committed,

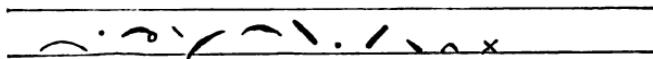
until perfectly familiar. This sentence building is a great aid, after memorizing, to fix the word-signs permanently in the mind by practical application.

Commit to memory, or have some one dictate to you, the sentences following, as you should familiarize yourself with writing from sound as soon as possible.



LESSON NO. 5.—DICTATION NO. 1.

1. May the importance of your improvement be an advantage to you.



NOTE.—The *s* circle is here used in the word *importance*, which will be fully illustrated further on.

2. Hope and be happy, for they who watch shall come to the kingdom.
3. Allow us to thank you for all you may say to them.
4. Every advantage will be given you if you be willing to hope.
5. They thought he had come here to see your establishment,
6. Come thou, Lord, and give thy word, which we would have.

and allow us to thank Thee for our improvement, that we may be happy in thy kingdom.

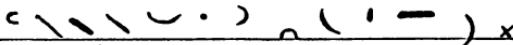
7. We are to be in common with the company you are in.
8. Weep not, but already hope that it may be well with you.
9. Do much if you wish to improve your language.
10. I wish to hear it of them, for they are holy.

NOTE.—These sentences are not selected for their accuracy, but merely for memorizing signs and word building.

LESSON NO. 6.—DICTATION NO 2.

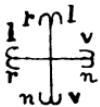
Sentences containing alphabet word-signs, and including W and Y series, small word-signs and tick-signs.

1. We hope to be happy in the establishment you have already given us.



2. What unusual thing was it he saw so early in the world which made him acknowledge the law.
3. You should be willing to acknowledge him in his might, however important his improvement and knowledge was to you.
4. Already we ought not to owe him, for his language was improved without thought of the large advantage his father gave him.
5. Should we hope to be happy if we think every thought should be watched.
6. Allow already the way to be improved, that to whom improvement is due the earliest hope may be quickly given.

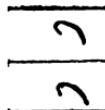
LESSON NO. 7.—HOOKS.



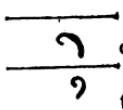
The above diagram illustrates the hooks, four in number, on horizontal and perpendicular strokes. Those at the commencement of the stroke are called initial, and at the close terminal hooks.

Perpendicular strokes are drawn from the top downward, and horizontal strokes from left to right.

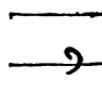
These hooks are always read after the stroke as *dr*, *tr*, *pr*, *br*, and the *f* and *v* strokes are reversed to join the *r* hook, as the rule governing the curve requires all hooks added to an alphabet curve to follow that curve, as in



free



over



through



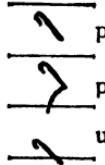
far



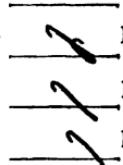
three

R HOOK.

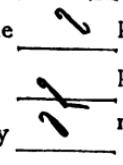




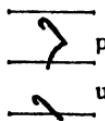
principle-pal



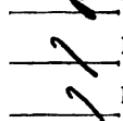
probable



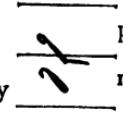
private



principally



proper

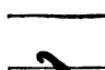


practice, practitioner
[cal
member, remem-
ber.]

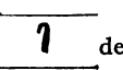


upper

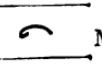
properly



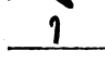
number



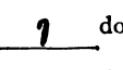
debtor, dear



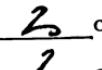
Mr



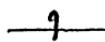
toward



doctor



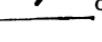
chairman



true, truth



during



cheer

care, accord-
 [ing] more very
 accordingly free three, their, either,
 [there]
 nor from other, throw
 through
 sure, assure
 azure

Always bear in mind that the first stroke is placed in position, and that the added stroke may cross the line or reach any other position, as in proper, it being a lengthened or double *p* stroke.

NOTE.—When to use long *r*, curved *r* and *r* hook: When the sound of *r* is heard first, as in read, the long *r* or curved *r* must be used, and the choice is simply a matter of convenience, but the *r* hook must always be written when the sound of *r* follows the stroke, as in person.

DICTATION NO. 3.

Sentences including previous work and introducing the *r* hook.

1. I wish you would go over in time to see them.

v / o - r ~ h .) (x

2. The principles of his kingdom are practically true, and we should try and remember them.

3. We are free to throw away the advantage you give us if we wish, but I am eager to go on with the work, I assure you.

4. I am very sure you will be able to do much if you apply your thoughts to it; what say you?

5. How may we improve in what we do if we think we are not to overcome much that is important.

6. Are you sure she will be willing to allow us to see them, for you know how much she has to remember.

7. Accordingly, a great number of the principles were tried, and many are free to admit that they are practical and to our advantage.

8. The establishment of free thought is one of the improvements of the time and period.

9. Our principal care should be to remember the way the important word is made.

10. She will remember you in anything you may do, if you say all you think aright, and remember what you hear and try to be happy.

11. Weep not, but live in the hope that you will be immediately made chairman of the company.

12. Why not do away with that which is of no importance to you or the president.

LESSON NO. 8.—L HOOK.

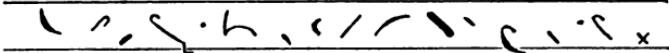


<u>people</u>	<u>tell, till</u>	<u>call</u>	<u>value</u>
<u>apple,</u> <u>apply</u>	<u>until</u>	<u>diffi-</u> <u>[culty</u>	
<u>able</u>	<u>child</u>	<u>full</u>	

DICTION NO. 4.

Sentences including the *r* hook and all first principles, with the addition of the *l* hook.

1. Every child should apply the time to that which will be of value to the people.



2. You should remember he did not tell you what was true, so how can you have anything to do with him.

3. However eager you are, you should not allow any one to establish a claim over you or make you his debtor.

4. Mr. Chairman, the language you uttered was not as nature wished it should be, nor the time and establishment allow.

5. The practical thought was practicable for all use and practically difficult to remember.

6. I think the number of members which the chairman gave to the doctor was large, so we will watch and tell him of his difficulty.

7. Accordingly we should bear with them, for we know good language is very important to us and we should try to work for it.

8. Doctor, we are eager to see you, and hope your established honor will ever be remembered by us.

9. I assure you we are not happy, but beyond the azure sky hope to be.

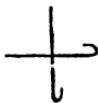
10. Be true in all things and the Lord will care for you in His kingdom.

11. Bright and happy will be the hour for those who by and by will enter the company of the good man and hear what he may say.

12. Be of good faith and cheer, and it will be well with you if you flee from evil.



LESSON NO. 9.—V HOOK



This hook is never placed on a curved stroke, but as a terminal on straight strokes, and always written on the right and read *pv, tv, bv*, and so on.

hopeful, poverty,	ought to	divine, differ-
hope to have	[have]	[ence-ent]
objective, above,	whatever	delivcrance
[above it,	it would	advanced
	[have]	

brief	twelvc	derive
brave	it will have	which are to have
believe	believed	whichevr would
		[have]

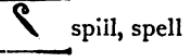
which are [to have	arrive, revealed,	proof,
Jehovah	[revolved]	[prove]
juvenile	cover	approval

gift, give it

gave it

gave, govern-ed-mcnt

In the foregoing you will observe that shortened and lengthened strokes are introduced, and as you advance in this work they will occur more frequent, and will be fully illustrated further on.

When the *s* circle is included in *l* hook it must be turned in the hook, as in  spill, spell

DICTATION NO. 5.

Sentences with the *v* hook added to what you have already learned.

1. The government of the people and by the people will be perfected and approved.



2. The arrival of the party reveals much that was covered, and proved untrue.

3. Whatever it would have been, we were unable to define what was meant by his objection.

4. The arrival of the train brought them to us in good time, although we had gifts for the juvenile members who were in the company.

5. Why do you object to have the approval of the member who is glad to see you in your belief.

6. All honor to our God and to His holy name, for his love toward them that believe.

7. The sun shines upon the good and the evil alike, and who would not have it so.

8. The twelve men on the trial revealed, on their arrival, truths covered, and gave them to the governor.

9. He would have done that which did not cover the approval of those who moved to forgive.

10. It is well that we have a kind Providence to govern and provide for us, to whom all honor we give.

11. Above and beyond we look for hope and truth and all that is pure and holy.

12. Give to God the glory and to the word of the Lord honor, and let the earth and all that is in it remember His holy name.



LESSON NO. 10.—N HOOK.



A terminal hook, and the only one used as such on the curved strokes.

upon	<u>J</u>	town, attune	<u>J</u>	gentlemen
happen	<u>J</u>	eternal, eter-	<u>J</u>	gentleman
plain, plan	<u>J</u>	[nity]	<u>J</u>	cane, can
penny	<u>J</u>	denominate	<u>J</u>	began

profane	<u>J</u>	dun	<u>J</u>	accordin-
been, behind	<u>J</u>	which would not,	<u>J</u>	[ingly]
tin, ten	<u>J</u>	[which had not]	<u>J</u>	organic,
attain, atone	<u>J</u>	religion, general	<u>J</u>	[organ
				gone
			<u>J</u>	begin
			<u>J</u>	begun

On *m*, *n*, *imp*, and *ing* we have but two hooks, as in:

more	line, lean	fine
man	alone	phonogra- [phy, fan]
known, [none]	many, money	opinion
rain	men	even
heaven	than	
evening	thou	
have not		
thine, then		

dictation no. 6.

Sentences including first principles and all the hooks.

1. I have ten gifts which I bring to you, take ye and learn to do well.

2. It was at twelve they made their return, and we were quite happy to see them, for they had been gone a long time.
3. Point out the way that is open to us that we may make it plain to them that follow.
4. Send the blind that the vision of light may dawn upon them.
5. When more convenient, the men will attain the high opinion of the general.
6. The organization will organize when the organ of religious truth is published.

7. The fault of human imagination is found alone in the mind of man.

8. The gentleman who called to join the denomination found the money in his trunk.

9. No human opinion can be known in heaven; the truth alone is found up there.

10. Not at one town alone will it be accordingly done, but in every town throughout the world.

11. Phonography is an art to which the principal part of my time is given.

12. Give all the golden moments of time to that which will be of practical value to you and you will be happy.

SHORTENED SIGNS.

Following are shortened signs which are not to be committed as they are simply alphabet strokes, which you have already learned, shortened, and are here given as an illustration only.

By shortening a stroke you add *t* or *d*.

put		
complete, [complic]	combined	sustained
applied	bound	constituent
particular-ly	blend, blind	did
pride	bland	had, add, had [it, added]
proud	blunt	delightful
point	it ought	delight-ed
opened	it would	divided

upon it	it had	derived
plaintiff	till it, tell it	dreadful
planned, [plant]	told it	dreaded
complaint, [complained]	tried	did not
profit-ed-able	toward	do not
spread	contend	had not
build-ed, [built]	attained	has had it
building	it ought to [have had]	considered, [considerate]
blood, able to [hold]	it would have [had]	inconsiderate
broad, abroad	it will not	which had
bread, re- [member-ed]	it will have [had]	child, which [will it]
brood	contrived	cheered,
behind, bent, [bend]	consistent	charitable- [bly]
	stand	which ought [to have had]

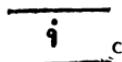
which have	seclude	over it
which would [have had]	schooled	virtue
could	God, got	virtuous
act, ac	good	virtual
cannot	get	virtuously

account	guild	have not
called, cold	glad, gold	authority
conclude	agreed,	authoritative
creature	great gift, give it	throughout
cared, oc- [curred]	gave it	there it, third, [threat]
accurate	if it, feature	that they [ought]
cured court	after	there ought
client	future	there wou'd
my client	followed, [float]	on the other hand, on eith- er hand
his client	flood	wished, wish [it]
their client	from it	shall it, she [ought]
secret	afraid	short
sacred	fruit	assured
secured	find	light, lead, [led, let]
unsecured	fond, often, [faint, fault]	late
skilled	found	loud

will not, will it, wild,	am not, amount
land	[wield] were it, where it
art	ward, we are not

heart	surround
are not	meeting
around	years, yes
concerned	naturally
rent, rend	went
round	want, wont
mount	wound
movement	end
we meant to	hand in hand
we may not	honored
somewhat	eye, high
mend, mind.	highest

You will notice among the shortened signs occasionally a dot over the stroke. It is called the *com* or *con* dot, as in:

 considered  complete

You have also occasionally a circle which is called the *s* circle. Both will be illustrated fully further on.

NOTE.—Whenever a sign is out of position it must be received as a sign only, and committed as such.



LESSON NO. 11.—DICTATION NO. 7

Sentences containing shortened signs, *s* circle, *com* and *con* dot and heavy *s* circle. When we heavy the *s* circle we have *z*, as in unmeasured.

1. Put away the proud plaintiff and make a complaint that will be profitable to a considerate and charitable community, as you agreed to do in unmeasured terms.

2. I contrived to complete the trade with them, though it constituted an inconsiderate charity, and the child was cheered by it particularly.

3. We were not able to hold the guilty clients' secret, and naturally applied the good account we had of him into a combined movement in his favor, which did not succeed.

4. What did they do with the wild ward who followed his client throughout the town and who was afraid of the authority of the governor?

5. We are sustained by the good we do our fellow man by the approving smile of God and a happy and contented mind.

6. Wound not the heart of a friend by uncharitable words but rather keep him near thee by charity in deed and thought.

7. Spread the feast and we will be with you at the seaside in the evening, if your pride will allow you to do so.

8. He concluded to act for my client in the United States Court, and gold had much to do with it.

9. The threat, on the other hand, concerned the guilty more than we thought at the time, and they rather honored him for it.

10. The flood carried all before it and the wild wind roared in secluded dells, of which we had dreadful accounts.

11. The child was cold and hungry, a subject for much pity and consideration to charitable people.

12. Not a sparrow falleth but its God doth know, and he careth for thee.



LESSON NO. 12.—LENGTHENED STROKES.

Lengthening a stroke adds *tr*, *dr* or *ther*, as in:

NOTE.—When a slanting stroke is struck across another it

adds *x*, as in explain.

Following are a few sentences illustrating the practical application of the lengthened stroke.

DICTATION NO. 8.

1. Enter ye in at the straight gate that leadeth to life eternal for broad is the road that leadeth to destruction.

2. The letter was delayed on the road, and we were rather vexed about it until it was explained to us.

3. Suffer little children to come unto me and forbid them not, for of such is the kingdom of heaven.

4. Love ye one another that ye may be called the children of God.

5. Honor thy father and thy mother that thy days may be long in the land thy God hath given thee.

6. Neither the water nor the weather shall prevent him making mischief in the summer, for he is a very great sinner.



LESSON NO. 13.—S CIRCLE.

This is a circle placed on the right of the stroke and is called an initial as well as a terminal *s*. At first I would prefer to have the student learn it as simply s on the right of the stroke, as represented in the word speak, but if turned on the left of the stroke, which is the *r* hook side, the hook is then included, and it would then be *spr*, as in spread; but at the terminal, if it be on the *n* hook side, it would include that hook, and joined to the *p* stroke would be pns. But on the terminal end on the right, where it belongs, it is simply *s* until the student has learned thoroughly all the preceding steps, after which he can include the righthand hooks, *l* and *v*, which should, in that case, be made a complete hook with the *s* circle turned in the hook, thus:

pvs, tlv. The *v* hook is never placed on a curved stroke, so if an *s* circle should terminate the stroke it would be *ns*, as in fans. Also remember the *s* circle is always read first, when an initial, as *spr*, and last when a terminal, as *pns*. The *s* circle made heavy is *z*.

— speak	— subjective	— constant
— speech	— is to be	— this system
— special	— buys	— 6 its, ties, times
— spoke	— objects	
— spoken	— abase	— P seed, side
— peace	— city, [set, sit	— P said, sad
— pays, [oppose	— suit	— P has had it
— subject		— 6 jews

— generalize	— saith	— C these
— because	— savior, several	— 6 those
— countries, [comes	— vision, when more	— 6 thus
	[convenient	
	— south	
		— C as they

NOTE.—The *s* on a curve standing for more than one word is read *is*, or *his*, as in: *is thy*, and so on.

— C is thy	— 6 seal, sell	— C salvation
— C is they	— 6 sale, as is well	— 6 allows
— C is though	— 6 soul	— C yours

<u>seem</u> , similarity	<u>in his</u> , influence
<u>amuse</u>	<u>impossible</u>
<u>same</u> , <u>some</u>	<u>impossibility</u>
<u>singularity</u> , <u>single</u> , [singular]	<u>knows</u> , <u>knows his</u>
<u>song</u> , <u>sang</u>	<u>seen</u> , <u>sin</u> , <u>sign</u>
<u>sung</u>	<u>soon</u>

NOTE.—In the word **impossibility** the affix is added, stroke *b*, which, in this connection, stands for *bility*, illustrated further on.

DICTATION NO. 9.

Sentences with *s* circle and including all hooks and first principle signs.

i. This system is one that is not subject to any other, but will suit itself to all circumstances and conditions

2. Because your influence was such we were obliged to seek salvation in the laws made by man.
3. He himself hath said, I am the Savior of the world and Lord of all the earth.
4. The similarity of some of the countries is a subject which is said to be singularly true.
5. The homes of those who are in need are many, and we should remember the poor in the hour of our prosperity.
6. Abase not thyself in the hour of thy success, for good company will be to thee honor and esteem.

7. Peace and good will be unto him who cometh in the name of the Lord, and unto him that bringeth good tidings for evermore.

8. The speed which he wrote and I spoke was for this special occasion and the general received it kindly.

9. Such ought to have been your principles that under no circumstances could your establishment have been taken away from you.

10. Since we are known to you, please do not say the object of our special subject is to amuse the people.

11. Seal it in the laws of the country, and use no profane words for your eternal good.

12. Sing a new song as soon as the general arrives, for he will smooth out the rough places that sin has made, with an eye single to his own glory and advancement.

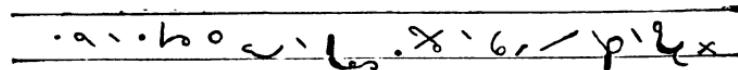
LESSON NO. 14.—SPR.

When the *s* circle is turned on the left side and at the initial of the stroke it then includes the *r* hook and is read *s̄r*, as in:

DICTATION NO. 10.

1. The spirit of the times is one of advancement and experience of those who are possessed of strength.



2. The United States is described as a glorious country and one in which the people are free.

3. Spread the Scriptural truths, and let the supreme moment come when they shall be known in all the earth.

4. Sacred and holy is the experience of those whose strength is in good works, for they are described as governed by a gift.

5. Twelve men of strength, whose experience was of practical knowledge, are said to have gained deliverance by a singular coincidence.

S CIRCLE IN L HOOK.

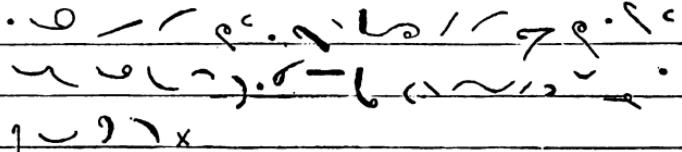
This is turning the *s* circle in the *l* hook on the right side and

initial of stroke, as in:  supply.

DICTATION NO. II.

Sentences introducing the *s* circle in *l* hook.

1. The United States are well supplied with a number of denominations which will accordingly [Note—*l* drawn downward is *ly*.] supply the people with enough opinions for immediate use and still give advanced thought to many who would not accept the truth any other way.





LESSON NO. 15.—NS.

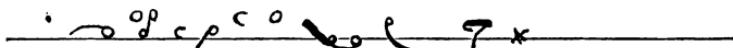
The *n* hook, which is at the left terminal of stroke, when closed is *ns*, and always written in the circle, as in  mans,  machines.

These few illustrations will be sufficient to enable the student to catch the idea, and covers all the curved strokes in this connection, remembering that the *v* hook is never placed on the curved but on the straight strokes only. When a hook is found at the terminal of a curved stroke, it must be an *n* hook, as in  friend,  chain The *f* stroke in friend is reversed in order to add the *r* hook, as the hook must follow the curve.

DICTION NO. 12.

Sentences containing words with *ns* and *s* circle, hooks and first principles.

1. The man's circumstances were such that his business suffered greatly



2. The dens of sin are many, but the chains of death will soon be broken.

3. Give honors and favors to whom it may be due and let not the peons of glory wane.

4. The machines were finished this week, and now the man fans the flames of fame with hope

5. Run not in vain after the illusion of hope, that it may be well with you and yours.

6. In my Father's house are many mansions; if it were not so I would have told you. I go to prepare the way for you, that where I go ye may be also.

LESSON NO. 16.—DOUBLE S CIRCLE.

This is made by enlarging the *s* circle.
By shortening the stroke *t* or *d* is added.

<u>g</u>	suspend [suspended]	<u>p</u>	possessive	<u>h</u>	is said to have, [has said]
<u>b</u>	possess	<u>p</u>	sustain	<u>h</u>	happiness
<u>v</u>	possessed	<u>p</u>	sustained	<u>u</u>	United States
<u>o</u>	possessor	<u>P</u>	is said	<u>o</u>	is said
				<u>o</u>	has said

DICTATION NO. 13.

Sentences introducing the double *s* circle.

1. Suspend judgment upon them, for you know not what may be their trouble.

g b v o h p u P h o

2. We waited in great suspense until we knew the possessor of the gift was possessed of good imagination.
3. He was sustained in his judgment all through his difficulties and was bound to acknowledge his error.
4. He is said to have an organic sickness, and I hope his vision will be clear and not at fault in opinion.
5. Have I not told you the man was human, and that money was the sole object of his ambitions.
6. The fault was not his altogether, but then how bland he was toward the company that sustained him.
7. He evinces no interest in the state of his finances, as he was indifferent to her conditions.

LESSON NO. 17.—ST LOOP.

This is simply a loop turned on the right of the stroke, and about half its length only.

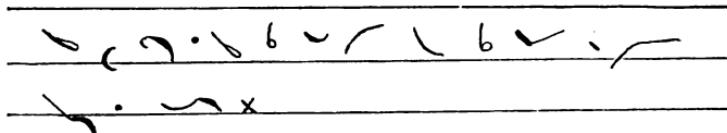
weepest	test	just
past, post	stout	cost, cast, coast, [commonest]
taste	stout	most
must	largest	

Str loop is a loop turned full length of stroke muster,
 buster.

DICTATION NO. 14.

Sentences introducing loops *st* and *str*.

1. Weepest thou over the past? It is not well, for it is better to look upward and onward.



2. The commonest test of all was to look for a return of the most influential man in the company who could not give a reason.

3. A stout post stood the test, and they could not muster men enough to suspend it.

4. His taste is at fault, and I am cast down at the cost, and think the possessor is possessed of a wonderful strength.

LESSON NO. 18.—COM AND CON DOT.

A dot placed above a word-sign stands for *com* or *con*.

<u>ſ</u>	complain	<u>j</u>	contains	<u>j</u>	considerably
<u>ſ</u>	completion	<u>j</u>	consist	<u>j</u>	considera-
<u>ſ</u>	compliance	<u>q</u>	consider	<u>q</u>	tion
<u>j</u>	combination	<u>q</u>	considerable	<u>q</u>	considered

Shon (tion or sion) is made by enlarging the hook and can be carried across the stroke on the right or left, above or below, as in:

<u>ſ</u> <u>ſ</u>	submission	<u>j</u> <u>ſ</u>	combinations
<u>ſ</u> <u>ſ</u>	conclusion	<u>ſ</u> <u>j</u>	condensation

DICTATION NO. 15.

1. He had no considerable consideration for her, and he wisely considered it the best thing to be done was to trouble them no more.

NOTE.—A circle placed before a word-sign is used as a prefix and means *circum*.

2. A combination of circumstances happened to prevent his happiness, so he complained to the chairman, whose consideration he complied with.
3. His father complained of his want of honor and said he possessed more physical than mental strength.

4. The state of his finances was due to circumstances which considerably lessened his chances for consideration at the hands of the governor.

5. The fruit he gave me I was fond of and agreed to accept it as a gift. How could you?

6. Greatness consists in good works and an authoritative manner. Then it does not matter how you center your friendship.

LESSON NO. 19.

In, shon, s and double s circle, ns, com and con dot.

	instruction		occasion		illustrations
	justification		compensa- tions		persuasion
	jurisdiction		superstitions		positions
	inscribe		molestation		passions
	acquisition		injunction		motion
	condensa- tions		imaginary		nation

DICTION NO. 16.

1. The illustrations in these instructions of phonography will be inscribed upon the tablets of the brain forever.

•      

•    x

2. The acquisition of knowledge is not only an ornament to us but is all that remains of us when dust returns to dust.

3. The superstitions of the dark ages are according to the power of jurisdiction given to man.

4. The largest compensation ever received for well doing was a quiet conscience.

5. The juveniles were pleased with all the illustrations shown them, and there were many of them, I assure you.

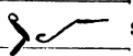
6. Be not cast down, O my soul, but let all that is within me rejoice in my justification.

LESSON NO. 20.—TICK SIGNS.

Hooks may be joined to tick signs and form phraseograms. When the *l* hook alone is placed on the tick sign it represents the word all.

<i>e</i> of all	<i>o</i> who are	<i>u</i> already have
<i>r</i> or all	<i>i</i> but are	<i>v</i> or have
<i>r</i> but all	<i>s</i> all on	<i>w</i> to have
<i>r</i> owe all	<i>j</i> already on	<i>c</i> who have
<i>n</i> all are	<i>d</i> but on	<i>e</i> should have
<i>s</i> all are on	<i>u</i> all have	<i>g</i> but will have
<i>l</i> already are	<i>e</i> should all	
<i>o</i> should all	<i>f</i> already all	[have
	<i>l</i> or all have	

I would advise the student on beginning business dictation to leave out the signs *a*, *an*, *and*, *the*, as you can do so without destroying the legibility of the work by observing the rule: that whenever an article is left out, the word preceding and one follow-

ing must be placed close together, but be careful and not join them, thus:  subject of the work. You will be able to transcribe your work into longhand and insert the articles without difficulty. You can also leave out many connecting signs in rapid execution by observing the rule.

My aim in this work has been to get at the practical use of the signs as soon as possible by working on the principle that whatever the student has eventually to discard in his real and practical work can be omitted at the beginning and studying only that which will be of constant use, thus saving much valuable time and labor, which has heretofore made shorthand such a formidable study.

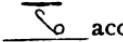
But now you can, with interest and pleasure, take up this most fascinating study, feeling confident of becoming proficient in business work in a reasonable length of time, which is twelve weeks at farthest.

If you wish to become a reporter, in this work you have built upon a firm foundation, with nothing to undo, but every sign and stroke is of importance to you and cannot be laid aside.

I cannot leave this subject without impressing upon the mind of the student, and especially those who wish to take up reporting, the necessity of a good general education. In fact, it is indispensable in order to become a good reporter.

LESSON NO. 21.—PREFIXES

Meaning to come before, and must be detached from the sign following.

Accom is represented by the stroke  and is placed above the initial of the word-sign, thus:  accompany,  accomplish.

De, decom, decor is represented by the stroke *d* placed before the word-sign, thus.

1o decomposition, 1o devines, 1o decorum.

Dis, discon, discom by placing *ds* before, as in:

bo1 disconcerted, bo discontinue, bo1 disrespect.

Enter, intro, inter by the *n* stroke on left and initial of the word-sign following, thus:

1b introduction, 11 interlude, 11 entertained.

In, incom, incon by *n*, thus:

11 incomplete, 11 inconsistent, 11 inharmonious

Irrecon by *r* stroke, thus: 1ro irreconcilable.

Magni, magna by the *m* stroke placed above the initial of a word-sign, thus: 1m magnanimous, 1m magnify.

Mis, miscon, miscom by stroke *ms*, as in:

1m misconduct, 1m miscomply, 1m mistake.

Re, recom, recon, recog by long *r* stroke, as in:

1r recommend 1r recompense 1r reconnoitre

1r return 1r reconstruct 1r recognize

Uncom, uncon, un by stroke *n* on the line before the word-sign, thus: 1no uncompromise 1nf unconstitutional

1no uncommon

1no uncomplaining

EXERCISE INTRODUCING PREFIXES.

The accompanying circular is meant to accompany the accomplice in his circumscribed efforts, and to assist in what is known as an interlude or introduction to the disconcerted action, which is surely incomplete, inconsistent and irreconcilable and likely to magnify and reconstruct the magnanimous recompense placed upon themselves; and we would recommend a reconnoitre of the premises and place an unconditional, but not inconsistent, reconstruction upon it, that the entire difficulty, notwithstanding the uncommon advantage they have had over us and their misconduct, would imply.

LESSON NO. 22.—AFFIXES.

Coming after.

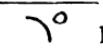
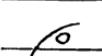
Bility by *b* stroke placed after the word-sign, thus:

 durability,  probability,  instability.

Ly by drawing *l* stroke backward, as in.  abundantly.

Ment by shortened *m*, thus:  atonement,  contentment.

Self, selves by *s* circle placed at the middle, after the stroke,

thus:  herself,  ourselves.
 themselves  himself

Ship is added by stroke *sha*, as in: ſ lordship ſ friendship.

Mental by stroke *l* after word-sign, thus: ſ fundamental.

Soever by joining stroke *sr* to the word-sign, thus: ſ wheresoever.

Ingly is heavy tick sign, as in: ſ knowingly.

Ings by stroke *ings* after word-sign, thus: ſ doings,
ſ workings.

Ness, lessness by double *s* circle immediately following word-sign, as in:

ſ o carelessness

ſ o teachableness

ſ o serviceableness

ſ o faithfulness

ſ o sleeplessness

EXERCISE INCLUDING AFFIXES.

The durability of the work proved the success and probabilities of the undertaking and the instability which was made abundantly manifest to his lordship, but the friendship that existed and the fundamental principles which led knowingly to the workings and doings, wheresoever her serviceableness and the peoples faithfulness directed him, and the teachableness of his subjects allowed a special experience in the spiritual art throughout the United States.





BUSINESS FORMS FOR SPEEDING.

The following business letters are from "Dick's Commercial Letter Writer" and "Payne's Business Letter writer," books that have given me most valuable assistance in my school work and books that I would recommend to the student as covering the work as completely as though written expressly for it, and are almost indispensable to those studying for commercial correspondents.

The few letters selected are arranged by numbers, according to the number of words they contain, for speeding.

Having thoroughly mastered the principles given and illustrated in the foregoing work, you may now have some one dictate letter No. 1, holding the watch and marking time until you are able to write it out easily in one minute. Then proceed likewise with letter No. 2, and so on, until you reach the last letter, containing one hundred and thirty words, the highest number given in this work. As one hundred and twenty-five words per minute are all sufficient for business dictation, and now being able to write one hundred and thirty, you can feel perfectly safe for all business work.

And here I most confidently assert that no one possessed of ordinary ability, with this book in his hand, and being a good speller withal, can fail to become a competent business correspondent in three months.

In giving these letters I omit the address and signature, as proper names and signatures should be written out in full.

LETTER NO. 1.

(50 WORDS.)

Dear Sir—The goods shipped by you November 20th have not yet arrived. Would you kindly ascertain from the National Express Co. the cause of the delay? In due course, they should have been delivered here on the 22d and I am anxiously awaiting their arrival.

I am,

Yours respectfully.

•••

LETTER NO. 2.

(62 WORDS.)

Dear Sir—We beg to remind you that on the 1st inst. we forwarded statement of account, asking you at the same time either to transmit us a check or to give us instructions to draw upon you in the ordinary way. Not having heard from you in reply, we again write, begging your immediate attention to this matter.

Yours very truly.

•••

LETTER NO. 3.

(73 WORDS.)

Dear Sir—The National Express Co. report to us this day that your goods have been delayed on the road by a heavy snow-storm, which has completely blocked up the railroad track; also, that strenuous efforts are being made to clear the roads, and they expect to have the way open to Malone by December 1st. We are sorry for the detention, but it appears to have been unavoidable.

We are,

Yours respectfully.

•••

LETTER NO. 4.

(80 WORDS.)

Dear Sir—I regret to say that I consider the person whose name you mention totally unworthy of being trusted. He has no capital, and what is worse, is wholly devoid of principle. He is

well known to have been in difficulties for some time past and contrives, temporarily, to bolster up his affairs by obtaining new credits and systematically underselling his goods. Sooner or later, his failure is certain and his creditors will, I am convinced, get next to nothing.

Very truly yours.

LETTER NO. 5.

(50 WORDS.)

Dear Sir—In reply to your letter of yesterday, we beg to inform you that several of the purchasers have not yet cleared their oranges and that, notwithstanding we furnished you with an anticipated account sales at your earnest request, we cannot close the transaction until the fruit is all taken off our hands. This we expect will be the case in two or three days, as we have given the parties notice of re-sale if the goods be not taken away this day or to-morrow.

Yours very respectfully.

LETTER NO. 6.

(100 WORDS.)

Gentlemen—Having established myself in business here, with every prospect of success, I desire to open an account with your house, hoping it will be to our mutual advantage.

With this view I inclose order to be filled with least possible delay and on your lowest terms, for which I will thank you.

As this is a first transaction, upon receipt of the invoice, less the discount for cash, I shall remit a sight draft on a bank in your city for the amount.

Referring you to Messrs. Ensign & Co. of this place,

I am, gentlemen,

Yours respectfully.

LETTER NO. 7.

(110 WORDS.)

Gentlemen—We have yours of the 1st inst., with list of prices and terms of settlement, for which prompt attention please accept

otr thanks. n return we inclose order herewith, relying upon you to supply us with none but first-class articles, which we can safely warrant.

The items I have checked, you will perceive, are those distinguished in your list as being always on hand. These you will please forward immediately; the others as soon as procurable. Should there have been improvements upon any of the articles, please advise us without delay, holding this order subject to our reply. In the meantime we remain, gentlemen,

Yours respectfully

LETTER NO. 8.

(120 WORDS.)

Gentlemen—Referring you to my circular of January 1st, I now beg to hand you that of the house which I then announced my intention of establishing at Buenos Ayres.

I shall be greatly obliged by your extending to the new firm of Thomas Boswell & Co. the confidence and preference which my establishment in this city has had the honor and advantage of enjoying for so long a period.

It will be scarcely necessary to assure you that the same principles of probity and punctuality will regulate the new establishment as I trust you have always recognized in your transactions with my London house.

I have the honor to remain,

Your obedient servant.

LETTER NO. 9.

(125 WORDS.)

Dear Sir—Your favor of the 8th was duly received and contents noted. I very much regret that you should have experienced any inconvenience from my tardiness, but I assure you it has not resulted from any willing intention on my part. You are aware that it has been impossible to make collections, owing to the recent stagnation which has paralyzed almost every department of

business. Trade, however, is slowly improving, and as rapidly as collections can be made from those indebted to me I will remit you, to liquidate your claim. I have the pleasure to send you (inclosed) a draft on a bank in your city for \$50, which please place to my credit and acknowledge receipt.

Yours very respectfully.

LETTER NO. 10.

(130 WORDS.)

Dear Sir—We have the pleasure to acknowledge receipt of your letter of yesterday's date, and we now return your list with our present prices affixed. We have therein distinguished such of the goods as we have in stock and which, on receipt of your instructions, can be forwarded immediately. We have no doubt that any of the other articles could be procured within a week or ten days, and trust that our quotations are such as to admit of your favoring us with an order.

Our terms are: a three months' note, or an allowance of two and a half per cent discount for cash.

Assuring you that, in the event of our receiving your order, no exertion shall be spared to promote your interests, we remain

Yours faithfully.





VOCABULARY.

A brief vocabulary is appended, but in order to understand it all the foregoing illustrations must be studied thoroughly, as arranged, as it contains only advanced work. But by studying and becoming well acquainted with the principles by which the word-signs are built, as laid down in this work, you will soon find that you have very little use for this or any other vocabulary, as you will have it at your fingers' ends.

Before proceeding with the vocabulary, I will insert signs used in punctuation, etc.

×	period of [punctuation]	×	semicolon	—	dash
×	period of [time]	!	wonder	()	parenthesis
→	comma	×	grief	~~~~~	applause
×	colon		laughter	-o-	ought, naught
“	placed over a stroke signifies a [capital letter]			o	first

A

6 abase	X affix	any
9 able	against	approve
7 abroad	agent	approved
8 abundantly	agreed	apostle
7 academy	all	april
6 accession	alone	approval
7 accomplice	allow	are
7 accompany	allowance	arrival
7 accordingly	almost	around
7 account	already	articles
7 acknowledge	amazement	ascertain
7 acquisition	ambitions	asking
7 add	amiable	assured
1 added	amounting	assuring
6 admit	Anno Domini	attain
6 admission	another	attention
6 admissible	anxious ^{ly}	attained
6 advance	anybody	authority
1 advantage	apple	authoritative
9 affairs	apply	aware
7 after	applied	awaiting

B

bank	believed	brave
balance	behind	bread
be, by	been	brief
beg	business	bring
begging	beyond	broad
because	bland	brood, [brought]
begin	blnd, blind	brother
began	blood	built, builded
begun	blunt	building
being	bound	bust
believe	bowed	but

C

cast, cost	cared, court	chances
cause	camcl	charming
caused	cash	cheer
care	certain	cheered
canal	chamber	chosen
call	changed	chronology
called, cold	charitable	check
cannot	chairman	child

C

Christ	complain	constant
city	completion	concerned
circumscribe	compliance	considerate
claim	contains	constituted
collections	contends	contend
common	conclusion	contain
come, comp-	conclude	correct
combined	concluding	corrected
companion-	considerable	course
comp[any]ed	considera-	con, can,
compensa-	constant	circum-
comes, coun-	consider	cost, cast
combination	consist	custom

D

date	deliverance	desire
days	denominate	desolate
dear sir	dens	development
debtor, dear	department	did
decomposi-	derive	difficulty
delight	derived	disconcerted

D

b discount

b1 dissolute

b2 distinguished

16 divine

1 doubt

1 draft

1 dreadful-ly

1 dread

1 droop

E

1 each

✓ earliest

2 earned

3 either

R eliciting

) enter

7 endless

~ end

Y epistle

3 eternal

U even

W evening

1 ever

U evinces,
[evenness]

R exceeding

X examine

X examination

tr exalting

15 exertion

X extended

XO express

F

6 fan

17 family

18 father

19 foster

6 fast

Y fashions

6 faint

Y feature

6 fine

6 find

W finances

6 first

C followed

C flood

6 fond

1 for

19 forward

17 forwarding

7 free

7 Friday

F

2 fromc fullu funnell7 fruitu fundamentall fault, found

G

- getc gladu govern ment✓ gentlemen,
[general]u God, got7 gradually✓ gentlemanu goodu great✓ generalizeu goods7 greatly- give, givenu goneu guilt, guildu giftu go, gaveu guilty

H

o hasu have2 hereinafter1 hadu have not7 herself✓ halfu heu hence✓ halfpenceu heartu him✓ halfpennyu heatedu himself✓ half priceu heavenu him✓ handu helpu himself✓ happenu henceforthv highest✓ happyu here, hero hisu home-made

H

home
holy
hope
hold

hour
house
how
however

not
human
hushed
hurt

I

v	I	impetus	incompre- hensibility
✓	I am	imperative	in
γ	ice	impose	is
γ	idle	immigrant	it
γ	identify	imitate	inattention
✓	if	immaterially	inconveni- ence
✓	ignorant	immediately	inclosed
✓	ignorance	imminent	indebted
✓	ignorently	immoral	instant
✓	ill	immodest	instructions
✓	illegible	inauguration	interlude
✓	ill favored	inuspicious- ness	insured
✓	illicit	incapacity	insurrection
✓	illusions	such	interests
✓	illustration	incident	intersection

R illustrative
R important

I incivility
I incompe-
I tently

interval
intervention

J

J James
J January
J jealous
J Jchovah
J jeopardy
J jest

J Jesus
J just
J join
J joke
J joy
J John

J July
J June
J juice
J jurisdiction
J juvenile
J juryman

K

K kerchief
K kingdom
K kindness
K kindly
K kitchen

K kiss
K kissing
K knave
K knell
K knee

K know
K known
K knowledge
K knock down
K knuckles

L

L labor
L laboratory
L labyrinth
L lace

L lamb
L lamp
L land
L language

L large
L hearted
L largely
L leaf, life
L leave

L

lack	languish	league
lady	lap	learn
lady-love	lapse	lefthand
lame	large	legal
legislative	liable	light mind-
leisurely	librarian	[ed] lynch law
lemon	liberty	little
lengthen	lie	luxurious
lesson	lift	luxury
letter	light-	Luxemburg

M

man	malcontent	memoir
ma'am	mankind	memorize
machine	many	men
madly	matter	mention
magistrate	[mother] matriculate	merchant
magnetism	married	merit
magnani-	march	merry
[mous]	marrow,	[mesdames]
magnifi-	[morrow]	Messrs
[cently]	may	

M

maid	me, my	meet
maid-servant	meal	methinks
mail	measure	method
majestic	medicine	Mexico
microscope	miscarried	moment
middle	miscellaney	noney
midst	misfortune	Monday
mint	mis-judge	nonth
minutest	miss	mortgage
mirror	misery	music
miraculous	misuse	multiply
mischief	misunder-	multiplicity
misconduct	[stand] mix	myself
misappre-	made, mode	mystery
[hension]		

N

name	near	neighbor
nay	neck	nervous
narrow	need	new
nation	ne'er	nevertheless
national	necessary	nicely
nature, not	necessarily	night

N

 nautical	 neglect	 no
 navy	 negotiable	 nominate
 navigation	 neither	 non-accept- [ance]
 non-admis- [sion]	 nor	 notion
 non-acquisi- [tion]	 north	 notoriety
 non-appear- [ance]	 northern	 notwithstanding
 none	 nose	 November
 nonce	 notary	 now
 non-profes- [sional]	 note	 nowhere
 non-essen- [tial]	 noted	 nucleus
 non-resi- [dence]	 notice	 nullify
 nonsense	 notify	 number
 noon	 nothing	 nuisance

O

 oaths	 obsequious	 ocean
 obey	 observance	 Occident
 obedience	 observable	 octave
 obituary	 observe	 October
 objection	 obstacle	 occurred

obligation	obstinacy	oculist
oblong	obstruct	odorous
obscene	obtain	offer
obscure	occasion	offend
offenseless	omnibus	option
offertory	omnipotence	orally
offhand	omnipres- [ence]	oration
officer	October	order
officious	only	ordain
offset	onward	organ
oft	open	Oregon
often	opened	our
oh	opera	ounce
oil	operate	ourselves
old	oppose	ours
oldfashioned	opposer	out
omega	opposition	outcast
omen	opponent	over
omit	opinion	oven
omission	oppress	owe

P

painting	pace, pays, [oppose]	page
paint, opened	package	pail
pair	pack-saddle	penny
panic	past, post, [paste]	percentage
pantaloons	patriotic	perfectly
paper	patronize	perform-
par	paths	[ance] people
parcel	pause	perjure
part	payee	permit
partner	period of [time]	peep
partnership	period of [punctuation]	person
particular	peace	
parent	pecuniary	persuaded
partisan	pence	persuasion
passions	penman	phase
phonograph	possessive	private
phonography	[ic] possessed	proof
physics	positions	proper
physician	poverty	profane
physique	particle	proud

P

plain
possess
possessor

practically
principal,
[principle]
principally

picture
plain, plan
plug

Q

quake
quack
qualify
quart
quarrel
quite
quote

quarry
question
quiet
quarrelsome
quinine
quiz
quick

query
quit
quota
quotations
quotient
quo war-
[ranto]
quantity

R

race
rest
rack
radiance
radical
rage
railway co
rain, reign

rapidly
rash
reader
real
reason, risen
receive
receipt
receive

recognize
recommend
recommen-
[dation]
re-combine
reconstruct
reconnoiter
recriminate
regret

R

ramification	receiving	re-issue
rank	recital	rejoice
rap	reclaim	rejoin
remind	rep'y	respectfully
rent	rest	result
reporter	resource	retire

S

sad	scamp	seed, side
sadly	school	sentence
safe	scholar	set, sit
safest	scribble	several
saint	scruple	sex
saith	see	sense, since
sale	seal, sell	shame
same, some	seem, simi- [larity]	shave
salvation	seasick	shed
satisfactory	seaside	she
satisfy	season	shoe
satisfaction	seat	short
save	secretary	should
saw, say, so	self-control	shoulder

S

show, shall	smother	spoken
shut	soft	spread
singularity	soon	subject
single	song, sang	suit
sin, seen, sign	soul	summer
sinner	south	suffer
size	speak	sure
sleep	speech	sung
slow	special	smile
sly	spoke	self love

T

table	tarry	teeth
tablet	taste	than
tacit	tax	the
take	technique	thy
taken	tell, till	themselves
tale	temple	then, thine
talk	ten	thence
tangible	tenant	thenceforth
tardiest	tend	thereof

T

2	thereunto	to	transfer
2	therewith	to-day	tragedy
2	thief	together	truth, true
2	thing	told	type
2	think	to-morrow	typewriter
2	thinker	toward	typograph- [ically]
3	three	trade mark	through, [thorough]
40	thyself	trade sale	thy
1	tune	transact	thou

U

2	unable	undid	until
2	unaccus- [tomed]	undone	unwilling
2	unadvisable	unhealthy	up
2	unanimous	unholly	upwards
2	unbeknown	unhitch	urgent
2	uncertain	unite	use
2	unclean	union	usual
2	uncommon	unjust	usefully
2	uncomfort- [able]	unless	uttermost
2	under	unlucky	utility

U

underhand	under <u>qual</u> ified	uze
under <u>stan</u> d	unreal	un <u>worthy</u>

V

v	veto	void
vacancy	vice-presi- [dency]	volume
vain	vice versa	voyage
valid	vile	vow
valuable	virgin	value
vanish	violate	vouch
variable	vivid	voucher

W

w	was	what
wade, weight, wait	wash	while, why
wagon	water	whom, who
wake	wave	will, well
waltz	wayside	win
want	we, with	willing
ward	week	wish, she
war	were	within

W

without	worthy	wrote
woman	would	worth
wonder	wretch	wrong
world	write	wrung

Y

yard	your	youth
ye, year, yet	yours	you
yes	yourself	youthful
yesterday	young	youths

Z

zeal	zest	zone
zealous	zinc	zoology
zenith	Zien	zouave

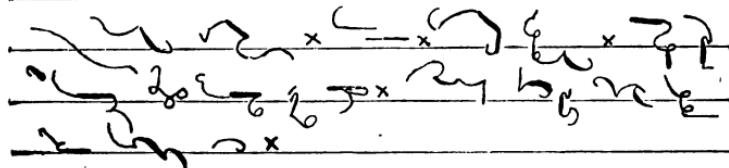




PHRASING.

Following are a few illustrations of phrasing, in order to give the student an idea of the connected or reporting style:

THE LORD'S PRAYER.



PHRASING.

6	all his	6 9	does not contain
6	already his	2	from beginning to [end
2	all such contentions	2 11	from day to day
2	as a matter of course	2 2	from hour to hour
2	as a matter of form	2 66	from place to place
2	as a matter of fact	2 11	from time to time
2	ask the attention	2 "	from year to year
6	but his	2	further their interest
2	call the attention	2	hand in hand
2	call the attention of [your lordship	1	head of the depart- [ment
2	call your honor's at- [tention	2	hour after hour
2	church of God	2	hour to hour
2	church of Christ	2	hour by hour
2	circumstances of the [case	2	House of Parlia- [ment
2	Constitution of the [United States	2	House of Represen- [tatives
2	day after day	2	in his
2	day by day	2	in the first place
2	direct your attention	2	in the second place
2	do you accompany [them	2	in all his complaints
2	does not contend	2	I will not discom- fort them
2	I will not complain	2	I will contrive

PHRASING.

<u>I</u> shall be	<u>W</u> it may be ready
<u>I</u> shall not be	<u>W</u> I will not conde- [scend
<u>is</u> all	<u>W</u> kingdom of heaven
<u>is</u> already	<u>W</u> liberty of the press
<u>is</u> but	<u>W</u> liberty of the people
<u>is</u> done	<u>W</u> management of the company
<u>is</u> it	<u>W</u> member of Con- [gress
<u>is</u> in	<u>W</u> of his
<u>is</u> not	<u>W</u> on his
<u>is</u> on	<u>W</u> one of the most
<u>is</u> said	<u>W</u> on the one hand
<u>is</u> safe	<u>W</u> or his
<u>is</u> seen	<u>W</u> ought his
<u>is</u> sent	<u>W</u> point of fact
<u>is</u> such	<u>W</u> point of view
<u>is</u> to	<u>W</u> railway co
<u>is</u> uncontrolled	<u>W</u> receive his consent
<u>is</u> whom	<u>W</u> render their account
<u>it</u> is	<u>W</u> remarks of the [speaker
<u>it</u> is his	<u>W</u> Secretary of the [Treasury
<u>it</u> may be as well	<u>W</u> shall be

PHRASING.

shall not be	we may be able to
should his	we may be charged
Son of God	wealth of the nation
squander their sub- stance	we may be personally
surrender their post	which may be likely
takes us	whether there are
tell his	we think there may
tell us his	[be little] with which it may be [received]
telegraph co	Word of God
that is	words of my text
their misconduct	year after year
they may be certain	year by year
they may be required	year to year
there may be some [difficult]	you may be consid- [ered]
to his	you may be made
to some extent	you say we
under influence of [liquor]	you may be right
United States Gov- ernment	you may be wrong
we are recommended	you must not contra- dict yourself
we may be able	



TYPEWRITING.

The awkward manner of working the keys of the typewriter with but the forefinger of each hand, as many do, suggested the idea of a chart system, easily learned (using six fingers) by which you can write as many times faster, and with a movement so easy and graceful that it is a pleasure to see one operate.

DIRECTIONS.

Seat yourself directly in front of the machine, using a table of a height that will bring your hands on a level with your waist, when seated. Sit erect, throwing shoulders back, keeping elbows turned in toward the body. Place your hands over the keyboard and note particularly the dividing line, beginning at the left of the figure 6 around and left of *q* and *y*, continuing left of *f* and *n* to quotation mark. The *f* key can be struck with either forefinger, standing as it does in the middle of the keyboard, but you must not cross the line for any other key. Strike as though the keys were hot—a quick, springing touch. Do not throw the hands up, and avoid all flourishes and unnecessary movements of the arms and hands or of the body, bobbing the head or moving the lips. Keep the knuckles down; in a word, be natural.

CHART.

LEFT HAND.

1 2 3--saw.

3 2 1--was.

3 2 1--fat.

1 3 2--rat.

1 3 2--sat.

3 1 2--red.

3 1 2--fed.

2 3 1--tax.

RIGHT HAND.

2 3 1--him.

2 3 1--hip.

2 3 1--mug.

1 3 2--you.

2 3 1--com.

2 1 3--cik.

2 3 1--cop.

2 3 1--gum.

Now strike with the first finger of the left hand key *s*, with the second finger *a*, and with the third finger, *w* (saw), and space with side of little finger. Repeat many times. Then with right hand second finger strike key *h*, with third finger *i*, and first finger *m* (him). Then proceed with the words given for practice in their regular order using, alternately, right and left hand, spacing as before directed and punctuating with the thumb.

This practice should be continued daily, until you can write all the exercises without hesitation.

You are cultivating the fingers and strengthening the wrist, and also training the brain and hand to act together.

Practice first one hand and then the other, until you become well acquainted with the keyboard; this will be in two or three lessons, according to the time you can give to it.

Now change your manner of spacing by spacing with the hand that has not made the last letter, thus keeping up a rolling or alternate motion. Example: Left hand, ^{1 2 3}_{s a w} space with right hand. Right hand, ^{2 3 1}_{h i m} and space with the left hand, and so on through the entire chart. You will do this as long as you are a typewriter, as in practicing on chart and sentences you will learn its value.

Now take sentence No. 1, given below, and after mastering it take Nos. 2 and 3. Be careful to spell correctly, using every letter; do not abbreviate.

These directions are for the Caligraph, but will apply as well to any other machine by a very little practice on some points of difference in the manner of spacing and using capital letters.

Study the pamphlet accompanying each machine and become thoroughly acquainted with the mechanism and the construction of every part of it, that you may be able to keep it in working order, for if your machine is not in perfect order it will be impossible for you to do perfect work.

SENTENCE NO. 1.

1 r l r r r r r l l r l r r r l l r r r l r l l l l l r l
The quick brown fox jumps over the
 3 2 1 1 2 3 2 3 1 2 2 2 1 1 3 2 3 1 2 3 1 2 2 1 3 2 2 1

r l r r l r r
lazy dog.
 1 2 2 1 1 2 1 thumb

SENTENCE NO. 2.

1 r l l r l r r r r r l l l l r r l l l l l r r r r l l l l l
The judicious advocate will never
 3 2 1 3 1 2 2 3 2 3 1 2 3 1 2 3 2 3 2 1 2 2 1 1 1 1 2 1 2

 r r l r l l l l r l l l l r r r l l r l r l l l r l r l l
forget that a good cause may be
 1 3 1 1 1 3 2 2 3 2 3 1 2 2 1 1 3 1 2 1 2 3 1 1 2

rrrrrrrr rr11 lr lrr rrrr r11r
quickly lost by too much zeal.
 1232332 1212 11 233 2132 1131 thumb

SENTENCE NO. 3.

11rrrrrrr 1111rl r1rl1rl r1rr r11
Dazzling jewels pendent from her
 32221312 313112 3111312 1132 112

 r1rr 1111 1rlrlr rrr11 rr 1rl1rl1rl
neck were thrown quite in the shadow
 1123 3121 221231 12321 21 321 223133

 lr 11rl11rrr 1rl 1rrrr 1111 rrl1rl11
by exceeding wit, which ever flashed
 11 132112312 221 31232 1212 1232212

 1rrr r11 11rrrrlrl rrr1
from her brilliant mind.
 1132 112 122112312 2311 thumb

The above sentences were selected from the Caligraph pamphlet. After practicing well and faithfully on them, take the business forms, hereinbefore given, and practice on them until you can write them without hesitation ; then have some one dictate to you until you are able to write sixty words a minute. That is professional work.

Be not disheartened if you fail to attain this speed as soon as you would wish, for thirty to forty words a minute is fair work, but be not content with this and persevere until you reach the highest possible speed.

ILLUSTRATIVE SHORTHAND.

Exercises for the Hammond Typewriter.

The quick brown fox jumps over the
r r r r r l l l r r r r l r l l l r r r r r r r
1 2 3 3 3 2 1 3 1 1 2 3 4 1 2 3 3 3 2 1 2 3 4 1 2 1 2 3

lazy dog.

l r l r l r l
1 1 4 4 1 2 3

Space with thumb.

The judicious advocate will never
r r r r l r l r l r r r r r l r l l r r r r r
1 2 3 3 3 1 2 1 1 2 3 2 2 1 4 2 1 2 1 3 3 2 1 1 3 1 4 2 3

forget that a good cause may be
l r r l r r r r r r r l r r l l r r r l r r
1 2 1 2 1 1 3 2 1 1 2 2 1 1 1 3 2 1 2 1 4 1 1

quickly lost by too much zeal.

l r r l l l r l r r r l r r r l r l r l r r l
3 3 2 1 3 1 4 1 3 2 1 1 4 1 2 2 2 3 1 2 4 2 1 1

Dazzling jewels pendant from her
r l l l l r r l l r r r l r r r r r r r r r
1 1 4 4 1 2 3 2 3 1 3 1 1 2 2 1 3 1 1 3 1 1 2 2 1 2 3

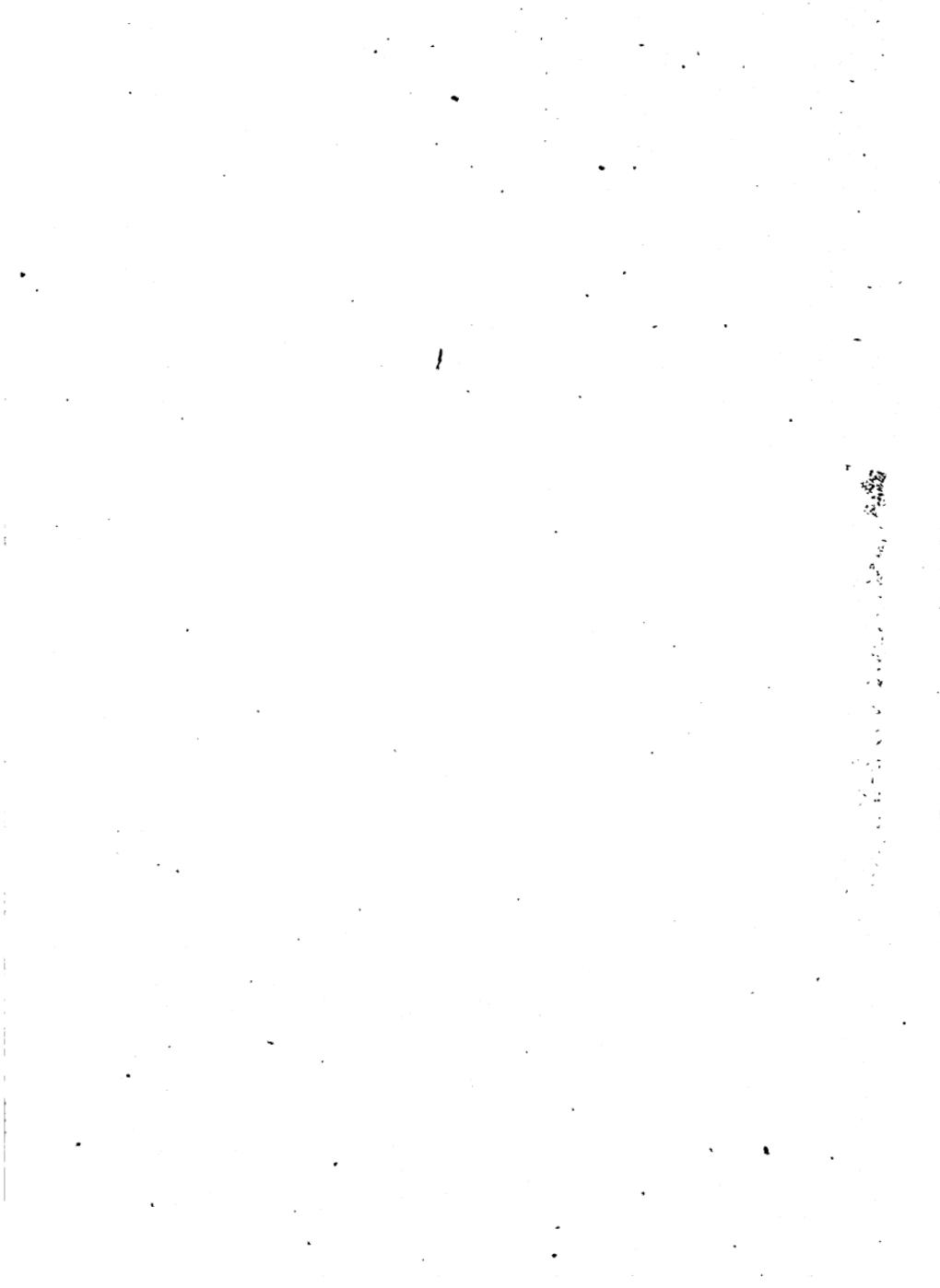
neck were thrown quite in the shadow
r r l l r r r l r r r r r r r r r r r r r r
3 1 1 3 3 1 2 1 1 2 1 2 3 4 3 3 2 1 3 2 3 1 2 3 2 2 1 1 2 3

by exceeding wit, which ever flashed
l r r l l r r r l r r r r r r r r r r r r r
1 4 2 4 1 2 2 1 2 4 2 3 2 1 3 1 2 1 2 1 2 1 4 1 2 1 1 2 2 3 1

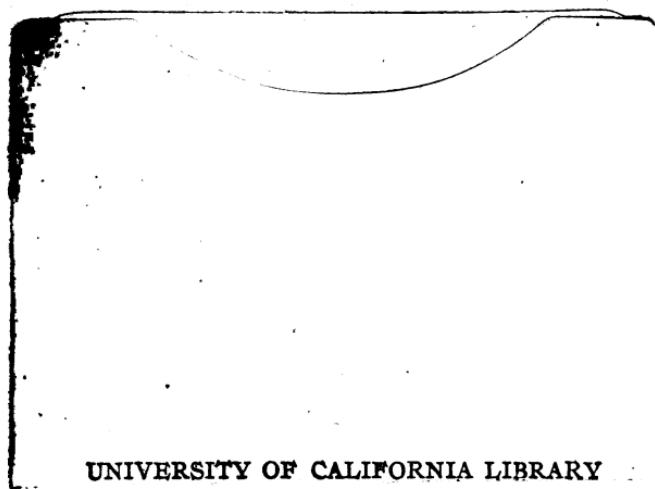
from her brilliant mind.

l r r r r r l r r l l r r r r r r r r
1 1 2 2 1 2 3 1 1 2 1 1 2 1 3 1 2 2 3 1





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